



COOK SPECIALIST I

SPOT PROMOTIONAL EXAMINATION FOR CALIFORNIA HIGHWAY PATROL EMPLOYEES

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SPOT FOR	<p>Yolo County - Indicate this location on your application. The California Highway Patrol has opened testing to establish an eligible list for Yolo County.</p> <p>Positions exist in Yolo County.</p>
FINAL FILING DATE	<p>June 3, 2010</p> <p>Applications (STD. 678, Rev. 08-09) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:</p> <p>California Highway Patrol Selection Standards and Examinations Unit P. O. Box 942898 Sacramento, CA 94298-0001</p> <p>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box in item number 2 of the application. You will be contacted to make specific arrangements.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
QUALIFICATIONS APPRAISAL INTERVIEW	<p>It is anticipated that interviews will be held during July/August 2010.</p>
SALARY RANGE	<p>\$2378 - \$2891</p>
WHO SHOULD APPLY	<ol style="list-style-type: none">Applicants must have a permanent civil service appointment with the California Highway Patrol as of the final filing date in order to participate in this examination; orMust be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; orMust be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; orMust be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.
ELIGIBLE LIST INFORMATION	<p>A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the experience and/or education requirements for this examination by the final filing date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Either I</p> <p>One year of experience in the California state service performing the duties of a Food Service Technician I.</p> <p>Or II</p> <p>One year of experience in assisting a cook in the preparation and cooking of a varied menu. (Full-time training in a recognized trade school or training program for cooks may be substituted for the required experience on the basis of one month of school attendance being equal to two months of experience.)</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>Personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.</p>
THE POSITION	<p>A Cook Specialist I performs the less responsible and less skilled tasks required in preparing, cooking, and dispensing various food items; relieves the cooks, bakers, or meat cutters of routine operations such as tending steam kettles, watching, turning, and stirring food; supervises clean-up operations and such other duties as slicing bread, weighing ingredients, and cutting and grinding meat; cleans and maintains culinary utensils, equipment, and work areas with the assistance of employees; participates in on-the-job or classroom instruction for cooks; as required, acts for the Cook Specialist II or Baker I in his/her absence.</p>

Incumbents work weekends and holidays and are also on call to work various shifts in addition to their regularly assigned shift; and occasionally may be called to work odd and unusual hours.

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **Competitors who do not appear for the interview will be disqualified.**

Qualifications Appraisal Interview Only - Weighted 100%

Scope:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

- 1. Kitchen sanitation and safety measures.
- 2. Food handling sanitation.
- 3. Principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity.
- 4. Methods and procedures used in the operation, cleaning, and care of utensils, equipment, and work areas.

Ability to:

- 1. Complete satisfactorily a training program in the preparation and cooking of all food groups.
- 2. Follow directions.
- 3. Keep records.
- 4. Analyze situations accurately and adopt an effective course of action.
- 5. Communicate at a level appropriate to the classification.

VETERANS PREFERENCE

Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Examination Services, at (916) 843-3820, three weeks after the final filing date if he/she has not received a progress notice.

If a competitor's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications (STD. 678, Rev. 08-09) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB website at www.jobs.ca.gov.

If you meet the requirements stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Interview Location(s): It is anticipated that interviews will be scheduled in Sacramento.

Competition is limited to those who meet one of the criteria listed above under "Who Should Apply" and "Requirements for Admittance to the Examination." Under certain circumstances, other employees may be allowed to compete under the provisions of SPB Rules 234, 235, and 235.2. SPB Rules 233, 234, 235, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or the SPB.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.